

NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 10.00am on 3 February 2016.

Present:

Silla Maizey	Chair
Nick Scholte	Chief Executive
Mark Ellerby	Non-Executive Director
Alistair McDonald	Director of Service Delivery
Patrick McGahon	Director of Finance and Corporate Services
Steven Pink	Director of Change and Commercial Delivery

In Attendance:

Mark Dibble	Corporate Secretary
Nigel Zaman	Department of Health
Michael Richardson	Department of Health
Carl Spencer	Transformation Programme Lead (Item 5 only)
Paul Clarke	Head of Supplier Management (Item 5 only)
Mike Turner	Head of Commercial Strategy (Item 6 only)
Robin Burn	ITIS Project Manager (Item 6 only)
Peter Sparshott	PwC Pensions Re-Procurement Transformation Programme Lead (Item 6 only)

Apologies:

Andrew Flanagan	Non-Executive Director
Malcolm Green	Non-Executive Director

1. Chief Executive's Report

The report and discussion included:

- An update on the changes announced to healthcare education funding and expected timescales,
- An update from the recent accountability review with the DH,
- Plans to address the spending review challenges; and
- An overview of the annual ministerial accountability review meeting.

Outcome: The Board **NOTED** the Chief Executive's report.

2. Draft Strategy 2016-21 and Business Plan 2016/17

Mr Scholte described the approach in developing the strategy and business plan and provided an overview of the content.

Outcome: The Board **NOTED** the draft documents.

3. Service Delivery Report

Mr McDonald introduced the report, which included:

- Consideration of service delivery against key performance indicators, any areas highlighted to be underperforming and the steps taken to resolve these,
- An overview of the latest customer satisfaction results; and
- A progress update on the Electronic Prescription Service.

Outcome: The Board **NOTED** the Service Delivery Report.

4. Change and Commercial Delivery

Mr Pink introduced the report, which included:

- Progress with the Pacific Programme,
- An update on the NHS Supply Chain savings target which was on track to be delivered,
- A progress update on the digitisation work, including risks; and
- Progress of the ITIS programme.

Outcome: The Board **NOTED** the report.

5. NHS Supply Chain

Mr Pink provided an update on the work being led by the Department of Health (DH) to transform the NHS Supply Chain operating model and ongoing work to prepare for potential changes.

The NHSBSA was continuing to engage with the DH around the practical implementation of the proposed model.

Outcome: The Board **NOTED** the contract report.

6. Pensions and ITIS Business Case Breakdowns

Mr Sparshott reminded the Board of the options within the Pensions business case and outlined why the preferred option had been selected. He provided an overview of progress with the business case.

Mr Turner provided an update on the ITIS business case and its progress through the Government approval process. He also outlined the financial aspects of the business case and highlighted the distinction between the ITIS programme and the digitisation and sourcing programme. Mr Burn provided an overview of the ITIS programme.

Outcome: The Board **NOTED** the reports.

7. Finance and Corporate Services Report

Mr McGahon introduced the report which included:

- An update on the NHSBSA's financial position which was forecasting a breakeven position at the year end,
- An update on outstanding funding; and
- The HR & OD Shared Services improvement plan which was progressing in line with expectations.

Outcome: The Board **NOTED** the update.

8. Extended Leadership Team Succession Planning

Mr McGahon described the process undertaken to identify the posts within scope and how each potential successor had been selected. He outlined how the different individuals would be supported in their development and how this would form part of the future talent management process.

Outcome: The Board **NOTED** the report.

9. Governance Report

Mr Dibble introduced the governance report. He updated on health and safety statistics and progress towards the organisation's environmental targets.

Outcome: The Board **NOTED** the update.

10. Board Approvals

The Board were asked to consider a number of business cases which requested spend in excess of £1m and as such, were matters reserved for Board decision.

Contract Award – Facilities and Soft Management (Fleetwood)

The Board considered the proposed arrangements for new providers of facilities management services at Hesketh House in Fleetwood.

Outcome: The Board **APPROVED** the delegation of authority to the Chief Executive to approve the award of contract following the procurement process.

Contract Award – Travel Management Services

Members considered the NHSBSA's contract for travel management and **APPROVED** the request for delegated authority to the Chief Executive to approve the award to the selected supplier.

Department of Health Funded Capital Equipment Pilot

Following a discussion regarding the need for the increase, the Board **APPROVED** an increase of the finance for the pilot scheme.

11. Any Other Business

There was no other business discussed.

12. Date and Venue of the Next Meeting

The next meeting would be held on **17 March 2016**, at Stella House in Newburn.